



# U.S. Naval Ship Repair Facility and Japan Regional Maintenance Center Yokosuka and Sasebo, Japan

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## Vacancy Announcement # DON2210-OS

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**POSITION:** Information Technology Specialist, GS-2210-12 (Two positions)

**SALARY:** \$61,931 - \$80,513 Per Annum

**RECRUITMENT, RELOCATION OR RETENTION INCENTIVE:** May be authorized. See chart below.

**LIVING QUARTERS ALLOWANCE:** See chart below.

**POST ALLOWANCE:** See chart below.

**ADDITIONAL ALLOWANCES:** See chart below.

**LOCATION:** Information Systems Department, Local Area Network Division (Code 1236), Yokosuka, Japan

### MAJOR DUTIES:

This position is the LAN Systems manager, systems analysis, and assistant network management manager for the Information Systems Office at the US Naval Ship Repair Facility and Japan Regional Maintenance Center (SRF-JRMC), Yokosuka. Perform in-depth analysis of existing automated and manual systems, and feasibility studies in order to develop information systems to meet user requirements. Review proposals for change, which consist of objectives, open and user expectations. Using customer input, gathers facts about the nature of the work involved in the user's application area, the workflow, the processing actions and the work products. Analyzes data and prepares a project synopsis which compares alternatives to terms of cost, time, necessary equipment and staff, and recommends a course of action. Designs the physical structure of required databases considering such factors as access methods, frequency of access, storage media, data volatility, search strategies to be employed, etc. Determines the physical storage requirements based on the volume of data, data relationships, size of records, anticipated growth, access methods, and data compression techniques. Consults and researches to determine common and unique requirements, to establish standardized terms and data elements for uniform identification by all users, and to select and develop a system design to service users individually or as a group. Prepares testing and implementation plans. And evaluates test results, and initiates corrective actions. Develops and executes procedures to periodically monitor the logical/physical integrity of data and physical space utilization. Prepare system documentation in accordance with agency, major command, and local standards. Documentation may include functional descriptions, maintenance manuals, test and implementation plans, cost analysis, specification documents, and/or database feasibility studies. Ensure that documentation reflects the interface with data collection, scheduling, production, and product distribution procedures.

### EVALUATION FACTORS (Knowledge, Skills, and Abilities)

1. Knowledge of Windows 2000, 2003 and XP Operating System.
2. Knowledge of Routers, AI Suites, and other LAN/WAN infrastructures.
3. Knowledge of Unix Operating Systems.
4. Knowledge of Storage Area Network (SAN) systems.
5. Knowledge of IT related security issues and System Management Server (SMS) 2002.
6. Ability to analyze existing system, data, work process, customer needs and requirements.

**WHO MAY APPLY:** ALL CURRENT FEDERAL EMPLOYEES SERVING UNDER CAREER OR CAREER CONDITIONAL APPOINTMENTS IN THE COMPETITIVE SERVICE; REINSTATEMENT ELIGIBLES, MILITARY SPOUSES/FAMILY MEMBERS IN THE YOKOSUKA/YOKOHAMA AREA; ALL OTHER US CITIZENS IN THE YOKOSUKA/YOKOHAMA AREA FOR WHICH THERE IS AN APPOINTING AUTHORITY; VEOA ELIGIBLES, AND ICTAP WORLDWIDE.

<p><b>HOW TO APPLY:</b> To apply for this job announcement, you must submit your resume to HRSC Pacific, Honolulu, Hawaii via the following link (Note: you must login to your CHART account first):</p>
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HYPERLINK: <https://www.donhr.navy.mil>

1. Click on: Jobs, Jobs, Jobs
2. Click on: Jobs, Jobs, Jobs
3. Click on Search for Jobs
4. Answer the three questions and then click Continue.
5. Under the Announcement Number box, enter DON2210-OS and click Search.
6. Follow the instructions in the How to Apply section.

New CHART application procedures are available on the following link:

HYPERLINK: <http://hro.cnfj.navy.mil>

Click on: Hot Items

Please refer your questions to the DON Resume Intake and Employment Information Center in San Diego, CA. Their office hours are Monday through Friday, 0600 to 1800 hours Pacific Time. Preferred method of contact is use of the "Contact the Webmaster" link at <https://chart.donhr.navy.mil>. For those without access to the internet, the following phone numbers are available: 1-800-378-4559 or DSN 245-5733.

#### NOTES:

1. Initial tour of duty is 36 months.
2. Pay retention will be granted to all applicants recruited overseas who accept a downgrade when there is no step in the lower grade that equals or exceeds their current basic rate of pay.
3. Recruitment, Relocation, or Retention Incentive (up to 25% of base salary) may be authorized.
4. Benefits and allowances afforded in the foreign area are administered by the Department of State and are subject to change at anytime without advance notice.
5. Military Spouse Preference eligible will lose their preference upon acceptance or declination of a job offer.
6. Selectee who currently reside outside the foreign area may be eligible for foreign allowances (as applicable in accordance with the DSSR), transportation agreement and payment of travel expenses (in accordance with the Joint Travel Regulations Vol II).
7. Locality pay does not apply in the overseas areas. Locality rate of pay will not be used for pay setting when transferring to the foreign area.
8. Selectee may be required to complete a one-year Supervisory or Managerial Probationary period.
9. Full performance level of this position is GS-12.
10. This is an Emergency-Essential position. In the event of a crisis situation of war, the incumbent must continue to perform assigned duties to support mission requirements until relieved by proper authority.
11. Selectee may be required to successfully complete a probationary period.
12. Must have or be able to obtain and maintain a Secret Security Clearance as a condition of employment. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a position offer or removal. If you possess a security clearance, please indicate the level and termination date in your resume.
13. This position is subject to the five year overseas rotation policy.
14. Household goods up to 18,000 may be shipped at no cost to the selectee. Fees for Non-temporary storage for household good left in the United States will paid by SRF-JRMC
15. For more information on living and working conditions in Japan go to <http://hro.cnfj.navy.mil/lwcondition/index.htm>.

# INFORMATION TECHNOLOGY SPECIALIST, GS-2210-12, POSITIONS

## SALARY AND ALLOWANCES PAID IN YOKOSUKA, JAPAN

**Note:** The following is provided as basic information only. Living Quarters Allowance and Post Allowance are subject to change without notice. Amounts shown are in U.S. dollars.

### RECRUITMENT, RELOCATION OR RETENTION INCENTIVES

STEP	SALARY	UP TO 25% OF BASIC PAY	NOTE: One of the Incentives may be paid to a selectee who meets the applicable criteria below:
10	80,513	20,128	<p>1. Up to 25% Recruitment Incentive may be paid to a selectee who had not been previously employed by the Federal Civil Service or to a former Federal employee with at least a year break in service. This is a one-time lump sum payment.</p> <p>2. In addition to the Recruitment Incentive, pay may be set above the first step based on the selectee's superior qualifications.</p> <p>3. Up to 25% Relocation Incentive may be paid to a selectee who is a current Federal Civil Service employee in a different commuting area. This is a one-time lump sum payment.</p> <p>4. Up to 25% Retention Incentive may be paid to a current SRF-JRMC employee with one or more years of continuous service. This may be a one-time lump sum payment or may be paid over 26 payperiods.</p>
9	78,449	19,612	
8	76,384	19,096	
7	74,319	18,580	
6	72,255	18,064	
5	70,190	17,548	
4	68,125	17,031	
3	66,061	16,515	
2	63,996	15,999	
1	61,931	15,483	

### LIVING QUARTERS ALLOWANCE (LQA)

LQA is a quarters allowance granted to an employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family. LQA includes rent, utilities, rental of garage space, separate rental of furniture, agent's fee, and landlord appreciation fee. The amount of LQA granted depends on family size.

NUMBER OF FAMILY MEMBERS	WOF	W 1 DEP	W 2/3 DEP	W 4/5 DEP	W 6+ DEP
AMOUNT	34,700	40,300	44,330	48,360	52,390

### POST ALLOWANCE (PAL) - based on average 30% post classification

PAL is a cost of living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C. The amount of PAL granted depends on the salary and family size. PAL is not taxed.

SALARY RANGE	WOF	W 1 DEP	W 2 DEP	W 3 DEP	W 4 DEP	W 5+ DEP
80,000 - 84,999	8,760	9,840	10,920	11,490	12,570	13,110
75,000 - 79,999	8,430	9,480	10,560	11,070	12,120	12,660
71,000 - 74,999	8,160	9,150	10,170	10,680	11,700	12,210
67,000 - 70,999	7,890	8,850	9,840	10,350	11,310	11,820
63,000 - 66,999	7,590	8,550	9,510	9,960	10,920	11,400
59,000 - 62,999	7,320	8,220	9,120	9,600	10,500	10,950

### ADDITIONAL ALLOWANCES

**1. FOREIGN TRANSFER ALLOWANCE** - up to 10 days temporary lodging, meals, and laundry prior to departing CONUS.

**2. MISCELLANEOUS EXPENSE ALLOWANCE** - a flat rate of \$500.00 for without family or \$1,000.00 for with family.

**3. TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE** - up to 90 days temporary lodging, meal, and laundry in Yokosuka.